

CHARTER TOWNSHIP OF DELTA
Public Meeting Room A
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR
MONDAY, NOVEMBER 19, 2012**

I. CALL TO ORDER

Supervisor Ken Fletcher called the meeting to order at 6:00 p.m.

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Trustee Cara Dobie, Trustee Barb Poma, Trustee Jeff Hicks, Trustee Jan Cunningham, Treasurer Howard Pizzo, Clerk Mary Clark, and Supervisor Ken Fletcher.

Members Absent:

Others Present: Community Development Director Mark Graham, Finance Director Jeff Anderson, Utilities Director Tom Morrissey, Lt. Jeff Campbell, Fire Chief John Clark, Township Manager Richard Watkins, and Deputy Manager Jenny Roberts

IV. PRESENTATIONS AND PROCLAMATIONS

1. Presentations

a. Government Youth Council Presentation to Woldumar Nature Center

David Transeth and Kelly Paterson were present on behalf of the Government Youth Council who raised \$123.49 for the Woldumar Nature Center by selling Schwan's food products.

Supervisor Fletcher thanked the Government Youth Council for their work in the Township.

b. Outgoing Board of Trustees – Jan Cunningham, Barbara Poma and Cara Dobie

Supervisor Fletcher recognized Jan Cunningham as the longest serving Trustee. Trustee Cunningham was first elected to the Board in 1996.

Ms. Cunningham thanked her husband for all of his support over the years. Ms. Cunningham stated that she was very proud of the Township's Fire Department, as well as the Sheriff's Department and the Township Library. Mr. Cunningham noted that she was sad to be leaving, but she was excited to start a new venture in her life. Ms. Cunningham also recognized department heads for all their hard work.

Supervisor Fletcher recognized Cara Dobie and Barb Poma for their years of service on the Township Board and the various committees they had served on.

Ms. Poma stated that she had enjoyed serving on the Township Board and thanked everyone for the honor of serving. Ms. Poma wished everyone well.

Ms. Dobie thanked the residents who allowed her to serve in this position for the past four years. She noted that the Township was very lucky to have such a wonderful staff to work with. Ms. Dobie stated that she was very proud of the accomplishments the Board had made over the past four years and she wished everyone well.

V. SET/ADJUST AGENDA

TRUSTEE CUNNINGHAM MOVED THAT THE AGENDA BE APPROVED AS PRESENTED.

TRUSTEE HICKS SUPPORTED THE MOTION. MOTION PASSED 7-0.

VI. PUBLIC HEARINGS – None

VII. COMMUNICATIONS

2. EATRAN

- a. October 10, 2012 Board Meeting Minutes

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA - None

IX. INTRODUCTION OF ORDINANCES - None

X. PASSAGE OF ORDINANCES - None

XI. CONSENT AGENDA

TRUSTEE POMA MOVED THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION.

ROLL CALL:

AYES: TRUSTEE POMA, TRUSTEE CUNNINGHAM, TRUSTEE
HICKS, TREASURER PIZZO, TRUSTEE DOBIE, CLERK
CLARK, AND SUPERVISOR FLETCHER

NAYS:

ABSENT:

MOTION PASSED 7 TO 0.

3. **Bills & Financial Transactions - \$4,115,437.45**

TRUSTEE POMA MOVED THAT THE BILLS & FINANCIAL TRANSACTIONS
BE APPROVED IN THE AMOUNT OF \$4,115,437.45.

| | |
|--------------------|----------------|
| Bond/Debt Payments | \$ |
| Investments | \$ |
| Payroll & Related | \$1,011,344.83 |
| Refunds | \$ 14,032.65 |
| Tax Distributions | \$1,560,163.05 |
| Vendor Claims | \$1,529,896.92 |

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 7-0.

4. Minutes – October 8, 2012 Committee of the Whole Board Meeting Minutes and
the October 15, 2012 Regular Board Meeting Minutes

TRUSTEE POMA MOVED THAT THE OCTOBER 8, 2012 COMMITTEE OF THE
WHOLE BOARD MEETING MINUTES AND THE OCTOBER 15, 2012
REGULAR BOARD MEETING MINUTES BE APPROVED AS PRESENTED.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 7-0.

5. **Acceptance of CASE Credit Union Utility Agreement** – The Community
Development Department recommends the Township Board approve the
Municipal Utility Agreement signed by CASE credit Union.

TRUSTEE POMA MOVED THAT THE TOWNSHIP BOARD APPROVE THE
MUNICIPAL UTILITY AGREEMENT SIGNED BY CASE CREDIT UNION FOR
THE RELOCATION AND EXTENSION OF A SANITARY SEWER MAIN AND
THE CONNECTION TO THE TOWNSHIP'S PUBLIC WATER AND SEWER

SYSTEMS IN CONJUNCTION WITH THE CONSTRUCTION THE CREDIT UNION'S BRANCH OFFICE AT 5611 WEST SAGINAW HIGHWAY, IN SECTION 14 OF DELTA TOWNSHIP. I FURTHER MOVE THAT THE TOWNSHIP SUPERVISOR AND CLERK BE AUTHORIZED AND DIRECTED TO SIGN THE AGREEMENT ON BEHALF OF THE TOWNSHIP.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 7-0.

6. **Acceptance of Lansing Hotels, LLC (Holiday Inn Express in Windsor Twp.) Waiver of Lien, Deed of Grant, and Easement Grant** – The Community Development Department recommends the Township Board accept the Waiver of Lien, Deed of Grant, and Easement Grant for the public water facilities installed on the Holiday Inn Express site.

TRUSTEE POMA MOVED THAT THE DELTA CHARTER TOWNSHIP BOARD ACCEPT THE WAIVER OF LIEN, DEED OF GRANT AND EASEMENT GRANT FOR THE PUBLIC WATER FACILITIES INSTALLED ON THE HOLIDAY INN EXPRESS SITE LOCATED AT 9490 WOODLANE DRIVE DIMONDALE, MICHIGAN 48821. FURTHER, THAT SAID FACILITIES BE ACCEPTED INTO THE DELTA TOWNSHIP WATER SYSTEM.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 7-0.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION – None

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA - None

XIV. ITEMS OF BUSINESS

7. **2013 Schedule of Meetings** - The Clerk's Office recommends the Township Board approve the proposed schedule of meetings for 2013.

TRUSTEE POMA MOVED THAT THE TOWNSHIP BOARD ADOPT THE FOLLOWING 2013 CALENDAR OF MEETINGS:

The Township Board's regular meetings will be held at 6 p.m. in Public Meeting Room A as follows:

January 7 and 22 (Tu.)
February 4 and 18
March 4 and 18
*April 15
May 6 and 20
June 3 and 17

July 1 and 15
August 5 and 19
September 3 (Tu.) and 16
October 7 and 21
November 4 and 18
December 2 and 16

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MEETING CHARTER TOWNSHIP OF DELTA

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*No Board meeting will be scheduled on first Monday in April (April 1).
The Township Board's Committee of the Whole meetings will be held at 6 p.m. in Public Meeting Room B as follows:

| | |
|-------------|-------------|
| January 14 | July 8 |
| February 11 | August 12 |
| March 11 | September 9 |
| April 8 | October 14 |
| May 13 | November 11 |
| June 10 | December 9 |

The Planning Commission will meet on the second and fourth Mondays of each month at 7 p.m. in Public Meeting Room A:

| | |
|--------------------|--------------------|
| January 14 and 28 | July 8 and 22 |
| February 11 and 25 | August 12 and 26 |
| March 11 and 25 | September 9 and 23 |
| April 8 and 22 | October 14 and 28 |
| May 13 and 28(Tu.) | November 11 and 25 |
| June 10 and 24 | December 9 |

Zoning Board of Appeals and Sign Board of Appeals will meet on the second Tuesday of each month at 6:00 p.m. in Public Meeting Room A as follows:

| | |
|-------------|--------------|
| January 8 | July 9 |
| February 12 | August 13 |
| March 12 | September 10 |
| April 9 | October 8 |
| May 14 | November 12 |
| June 11 | December 10 |

The **Parks, Recreation & Cemeteries Commission** will meet at 7:30 p.m. in Conference Room B on the first Thursday of each month on the following dates: January 3, February 7, March 7, April 4, May 2, June 6, July 11, August 1, September 5, October 3, November 7 and December 5.

*The Parks, Recreation & Cemeteries Commission July meeting will be held on the second Thursday (July 11) due to the July 4th Holiday on the first Thursday in July (July 4).

The **Township Board of Review** will meet the second Monday in March at 9:00 a.m., the Tuesday following the 3rd Monday in July, and the Tuesday following the 2nd Monday in December.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 7-0.

8. **2013 Employee Health Insurance Plan** - The Finance Director recommends that the Township Board adopt the Physicians Health Plan PPO Plan for the 2013 plan year beginning January 1, 2013.

TRUSTEE HICKS MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA ADOPT THE PHYSICIANS HEALTH PLAN PPO PLAN #DWH03500 FOR THE 2013 PLAN YEAR BEGINNING 1/1/2013.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

9. **Salary Schedule Adjustments for Full-Time Employees** - The Manager's Office recommends that the Township Board approve adjusting the current full-time salary schedule wages by 1% to be effective January 1, 2013; and further approve a 1% wage adjustment for the Township Manager also to be effective January 1, 2013.

TRUSTEE POMA MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA APPROVE ADJUSTING THE CURRENT FULL-TIME 'SALARY SCHEDULE' WAGES BY 1% TO BE EFFECTIVE JANUARY 1, 2013, AND FURTHER, THAT THE DELTA TOWNSHIP BOARD APPROVE A 1% WAGE ADJUSTMENT FOR THE TOWNSHIP MANAGER, RICHARD WATKINS, TO BE EFFECTIVE JANUARY 1, 2013.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

10. **Salary Schedule Adjustments for Part-Time Employees** - The Manager's Office recommends that the Township Board approve adjusting the current part-time salary schedule wages by 1% to be effective January 1, 2013; and further approve a 1% wage adjustment for Township Assessor, Ted Droste and the Senior Activities Coordinator, Tammy Opdyke

CLERK CLARK MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA APPROVE ADJUSTING THE CURRENT PART-TIME 'SALARY SCHEDULE' WAGES BY 1% TO BE EFFECTIVE JANUARY 1, 2013, AND FURTHER MOVE THE DELTA TOWNSHIP BOARD APPROVE A 1% WAGE ADJUSTMENT FOR THE TOWNSHIP ASSESSOR, TED DROSTE AND THE SENIOR ACTIVITIES COORDINATOR, TAMMY OPDYKE TO BE EFFECTIVE JANUARY 1, 2013.

TRUSTEE POMA SUPPORTED THE MOTION. MOTION PASSED 7-0.

Manager Watkins noted that the Township had a part-time salary schedule and that the initial 1% was on the salary schedule. He said there were two other employees, Ted Droste and Tammy Opdyke that were outside of the schedule because they didn't fit within any of the wage schedules which was why they were named separately.

11. **Final Consideration of Shadow Glen No. 2 Plat** – The Community Department recommends that the Township Board approve the final plat of the 9 lots in Shadow Glen No. 2 Subdivision.

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE FINAL PLAT OF THE 9 LOT SHADOW GLEN NO. 2 SUBDIVISION, AS ILLUSTRATED ON THE FINAL PLAT PREPARED BY LARRY BRYAN. THE TOWNSHIP CLERK IS HEREBY INSTRUCTED TO SIGN THE FINAL PLAT ON BEHALF OF THE TOWNSHIP BOARD AND TRANSMIT IT TO THE EATON COUNTY PLAT BOARD. APPROVAL OF THE PLAT IS SUBJECT TO THE PROPRIETOR OBTAINING THE CONCURRENT REQUISITE SIGNATURES FROM THE EATON COUNTY DRAIN COMMISSIONER, THE EATON COUNTY ROAD COMMISSION, AND THE COUNTY PLAT BOARD.

TRUSTEE POMA SUPPORTED THE MOTION. MOTION PASSED 7-0.

12. **Case Credit Union, (Benson) Lot Split Request** - The Community Development Department recommends that the Township Board approve the lot split described in Case No. LS-12-2.

CLERK CLARK MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE LOT SPLIT DESCRIBED IN CASE NO. LS-12-2, INVOLVING 5611 W. SAGINAW SUBJECT TO THE FOLLOWING STIPULATIONS:

1. THE LOT SPLIT SHALL BE CONTINGENT UPON THE PROPOSED PARCEL B BEING COMBINED WITH THE ASTERA CREDIT UNION SITE TO THE NORTH AT 5615 W. SAGINAW.
2. THE LOT SPLIT SHALL NOT BECOME EFFECTIVE UNTIL ALL OF THE NEW LEGAL DESCRIPTIONS RESULTING FROM THE LOT SPLIT ARE RECORDED WITH THE EATON COUNTY REGISTER OF DEEDS OFFICE IN ORDER TO INSURE THAT THE RESULTANT LOT DIVISIONS BE PROPERLY INCLUDED IN THE TOWNSHIP'S PROPERTY ASSESSMENT RECORDS.

TREASURER PIZZO SUPPORTED THE MOTION. MOTION PASSED 7-0.

13. **Observation Well Agreement** - The Utilities Department recommends that the Township Board approve the Observation Well Agreement with U.S. Geological Survey.

TRUSTEE DOBIE MOVED THAT THE TOWNSHIP BOARD APPROVE TO ENTER INTO A 10 YEAR AGREEMENT WITH THE US DEPARTMENT OF INTERIOR, UNITED STATES GEOLOGICAL SURVEY (USGS) TO USE AN EXISTING WATER WELL, KNOWN AS DELTA TOWNSHIP WELL #7 FOR MONITORING WATER QUALITY AND AQUIFER STUDIES. AND FURTHER THAT THE TOWNSHIP BOARD ALSO AUTHORIZE THE TOWNSHIP MANAGER TO SIGN THE DEPARTMENT OF INTERIOR, USGS AGREEMENT.

CLERK CLARK SUPPORTED THE MOTION. MOTION PASSED 7-0.

XV. MANAGER'S REPORT

Manager Watkins reported the following:

- Structures within the Grand Woods Park were vandalized over the weekend with spray paint.
- As part of the Regional Cooperative Study, an EVIP grant application would be submitted in order to implement automatic mutual aid within the region.

XVI. COMMITTEE OF THE WHOLE - None

XVII PUBLIC COMMENTS

Doug Kosinski, trustee elect, wanted to take this opportunity to thank Trustees Cunningham, Poma, and Dobie for their consistent level of respect and attention that was given to the Michigan Avenue Extension project. He felt they contributed to the positive atmosphere which demonstrated that even in the presence of issues that were deeply felt by citizens and where there was a considerable amount of disagreement, discussions could be held in a manner which was mutually respectful and which demonstrated to the citizens of the Township what appropriate relationships between government and its citizens should be.

Trustee Hicks thanked Trustees Poma, Cunningham, and Dobie for the service on the Board. He appreciated the good exchange of ideas and contributions made for the good of the Township.

XVIII ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 6:28 p.m.

CHARTER TOWNSHIP OF DELTA

MARY CLARK, TOWNSHIP CLERK

KENNETH FLETCHER, TOWNSHIP SUPERVISOR

/as
M:\Regular Board Meeting\BD\MIN\November 19, 2012
Minutes Approved: December 3, 2012